

**MINUTES OF THE CITY OF HEPPNER CITY COUNCIL MEETING
HEPPNER CITY HALL, 111 N. MAIN STREET, HEPPNER, OREGON
7:00 PM May 8, 2023**

NOTE: Where stated "Motion Carried" is considered unanimous, unless otherwise stated.

ATTENDEES:

**Corey Sweeney
JoAnna Lamb
John Doherty
Cody High
Dale Bates
Kraig Cutsforth
Chad Doherty
Steve Rhea
Bill Kuhn**

Absent: Sharon Inskeep

**Members of the Public: Nathen Braun, Doug and Kelly Holland, Rosa Cayce, Barb Orwick,
Paul Lauritsen**

On Zoom: Adam Doherty, Gazette Times

1. GENERAL BUSINESS

A. Call to Order. Corey Sweeney called the May 8, 2023 meeting of the City of Heppner City Council to order at 7:00 PM.

B. Pledge of Allegiance. Corey Sweeney led attendees in the Pledge of Allegiance to the Flag.

C. Announcements - None

D. Correspondence

E. Requests – Animal Permits

1. Kimberly Britt, 415 Cowins St, 5 hens

Motion to approve an Animal Permit to Kimberly Britt for 5 hens by JoAnna Lamb.
Seconded by John Doherty. Motion Carried

2. Melody Coake, 285 E Cannon, 3 hens

Motion to approve an Animal Permit to Melody Coake for 3 hens by JoAnna Lamb. Seconded by Dale Bates. Motion Carried

3. Schlaht Family, 680 E Campbell Way, 3-5 goats

Motion to approve an Animal Permit for up to 5 goats maximum by John Doherty. Seconded by JoAnna Lamb. Motion Carried

4. Kathleen Greenup, 360 Skyline, 2 lambs

Motion to approve an Animal Permit to Kathleen Greenup for 2 lambs by Cody High. Seconded by John Doherty. Motion Carried

- F. Presentations – Barb Orwick gave the report for the Neighborhood Center.

They remain open with shortened hours. 10:00 am to 4:00 pm. They are still giving out food boxes. They are accepting donations only on Wednesday and Friday. Someone left a bunch of plastic bags outside when they weren't open. They were unusable as they were soaking wet from the rain. Barb asked that people do not drop off items when they are closed. This is not appropriate and is the same as dumping which is against the City Ordinance.

2. COMMUNICATIONS FROM THE PUBLIC

A group of people that live in the Chase Street area were present to complain about Kenny Stookeys dogs. He lives in an RV behind a house on Cannon Street. Which is against City Ordinance. His dogs are unlicensed and run loose constantly, leaving droppings in peoples yards. At least one of the dogs is aggressive and has tried to attack several people. They complained to Kraig Cutsforth and he was going to send a letter to the property owner to request that Kenny leave. He went to the location and was told that Kenny was no longer there so he did not send the letter. The neighbors say he has been there all the time and will not come out when people are around. He needs to be trespassed from the property. Kraig will work with the Sheriff's office to work on the problem this week. If a deputy can catch the dogs or see photos or videos of the dogs running loose they can issue a citation. The neighbors can provide evidence.

3. CONSENT AGENDA

- A. April 10, 2023 City Council meeting minutes.

Motion to approve the minutes by Dale Bates. Seconded by JoAnna Lamb. Motion Carried

B. Approval of Monthly Bills

Motion to approve the monthly bills by John Doherty. Seconded by Cody High. Motion Carried

C. Financial Statement – Kraig will be doing a supplemental budget at the June meeting. He reminded everyone that the Budget meeting will be on May 23rd at 6:00 pm.

4. REPORTS

A. Fire Chief Report

16 Page outs
6 Lift assists for EMS
3 Secure landing zone
1 Controlled burn not called in
1 Motor Vehicle Accident cancelled enroute
1 Out of control burn in Rural
2 Motor Vehicle Accidents with injuries, Life Flighted
1 Motor Vehicle Accident, non-injury
1 CPR assist with EMS
44 Chief Calls

Still working on ISO survey review.

Awaiting Ready to Build with Options of a Type 3 Engine for RFPD.

Received a Grant from Oregon State Fire Marshal for a Tactical Tender. Possible delivery date of December 2023.

Had a Captain and Lieutenant complete 3-weekend training of FF2.

Awaiting 2 Grants for Community Wildfire Risk Reduction with OSFM. One for city protection and the other for the WIU at Blake's Ranch.

Conducted CPR and First Aid Training at the Station.

Hosted a S-212 Sawyer Training, Friday night, Saturday and Sunday.

They are ready to surplus Eric's old command vehicle. The value of it is about \$9,000. Motion by Dale Bates to approve the surplus of the command vehicle with a minimum bid of \$4,000. Seconded by JoAnna Lamb. Motion Carried

The Fire Dept. will not be able to conduct a training burn on the house that the city purchased on Chase Street. The house has too many contents inside to burn, plastic etc. One of the buildings is too close to the power lines and the neighboring home. The house will need to be demolished. As it will be over \$10,000 we will have to

advertise for bids. Kraig will get it advertised in the newspaper next week. WCVEDG funds are still available to help pay for a portion of it.

B. Morrow County Sheriff's Department

Nathen Braun read the report. There were 320 hours for the month of April. Traffic stops are down a bit. A total of 214 incidents with 2 felony arrests for the month. Cody asked about the resident on Gale Street that has gotten more agitated and dangerous according to the call log. Has there been any progress? Lt. Braun said that the person has to commit a crime for them to do anything or the individual would have to request to be evaluated by CCS.

C. Public Works. Chad Doherty read the Public Works report.

Water Dept. – Installed 20 new radios on various meters. Fixed the Irrigation meter at Community Counseling Solutions. Monitored and adjusted the wells physically.

Sewer Dept. – Cleaned the contact basins twice. Did 10 Septic dumps. Installed screen and air relief at the Golf Course pump room. Opened up and filled the irrigation system. Golf Course started irrigating on April 28th. Pulled the trickling filter pump #2 and put some legs on it. Hoping it helps keep debris from getting into the pump. Unclogged the secondary clarifier line in the treatment plant pump room.

Streets Dept. – Filled in potholes on Willow Street. Put up the High School Senior Banners. Cleaned out the Ranger and got it ready for spring irrigation. Turned on the Main Street drip system for downtown trees. Hauled off one deer to the ODOT yard. Fred Carlson Jr Electric replaced the light pole in front of Dollar General.

Parks Dept. – City Park restroom was heavily vandalized. Chad inspected video and turned it over to Morrow County Sheriff's Office. There has been no word from the Sheriff's office regarding the investigation. We replaced the light in one restroom and the toilet paper dispenser, soap dispenser and paper towel dispenser in each restroom. Had to clean up the restrooms as well. Picked up the mower from Inland Turf for maintenance. Public Works hired Alea Strouse for summer maintenance employee. We started training her in parks and downtown garbage's.

Shop Dept. – Took the combination sewer truck to Northwest Freightliner for engine repairs. Parkinson Door installed power lifts on 4 doors. Fixed all doors so they were straight again. Fred Carlson Jr did all the wiring for the doors. Burned the pile at the City Yard.

The annual Community Clean-up will be handled differently this year. Last year it was a huge mess. People threw garbage everywhere and dumped items that we were not accepting. Non-burnable items were put in the burn pile. Public Works crew

worked for several days cleaning up afterwards. In addition to the large dumpster, 3 dump truck loads were hauled to Finley Butte which was an unexpected cost. Corey will work on trying to partner with Morrow County to give out dump vouchers to city residents instead of opening up the city yard. A voucher would also ensure that only city residents are participating.

Motion to approve a voucher program through the City of Heppner for residents and partnering with Morrow County to give out free dump vouchers starting May 15th for the following weekend by Cody High. Seconded by Dale Bates. Motion Carried

The employee search is still ongoing. Applications will be reviewed in one week.

D. City Manager Report

Had meetings with Chamber, WCVEDG, DLCD and Personnel Committee.
Worked with Anderson Perry on sewer project and for updated Water Master Plan.
Had Zoom meeting with group developing Natural Hazards Update Study.
Had Zoom meeting with Housing Inventory Project group.
Helped arrange for a street sweeper for Public Works.
Worked on recruitment for public works position.
Worked on webpage issues, it is now corrected.
Helped the Fire Department in the budget process.
Worked on closing regarding the lot purchase and house removal.
Worked on the Investment Agreement for the City.
Worked on the Draft Budget.
Reviewed the asbestos inspection on the Chase Street property.
Sent compliance letter to a resident, reviewed several complaints.
Cleaned up and reset the council chambers after several meetings.
Worked on camera placements and grants.
Worked on property transfer proposal.

There is a property on Gilmore and Matlock that the owner of would like to trade some property with the city. They own a portion that is in the middle of the street at Hager and Gilmore. The city owns an alley behind their house. Kraig has been working with the City Attorney on vacating the property owned by the City. There are no utilities on that property. By Ordinance for vacating the property, it would be split between the two adjoining properties. The neighboring property owner has no desire to receive any additional property.

Motion to have the City Attorney continue to work on the vacation process and property transfer by JoAnna Lamb. Seconded by Dale Bates.

Bill Kuhn said that it is a State Statute that the property divided evenly when vacating a street. There will have to be a public notice and a public hearing. The city will have to give notice to neighboring property owners.

Cody asked about the procedure for sending nuisance letters. Kraig said the process takes 45-60 days depending on what it is. They are not his highest priority since it is on private property. The first letter warns that the nuisance process has begun. Bill Kuhn said that the Sheriff's office can give citations. If they don't comply it can go to Justice Court. If applicable, the City can start a cleanup process.

Kraig has been trying to get someone here to talk to the Council about replacing him, for recruitment. He called Mid Valley but has not gotten a reply. He called Prothman and they are willing to do a Zoom meeting. Kraig wants to have a seamless transfer as he will be here for only another month or two, then will take his block of leave. Corey suggests another Personnel Committee meeting within two weeks. They may need to appoint someone to make sure the duties are done until the position is filled. Dale asked about ICMA and if they had been contacted or paid yet. Kraig said they have not returned his calls. It was approved at the Personnel Committee meeting that Kraig would do a Council Poll to approve getting started with ICMA. Kraig said that since he couldn't contact them there was nothing to poll for.

Motion to approve hiring ICMA for help with recruiting a City Manager by Dale Bates. Seconded by John Doherty. Motion Carried

The City needs to advertise ASAP to get this done quickly. League of Oregon Cities could help with advertising for under \$100.00. Corey wants to schedule another Personnel Committee meeting in 2-3 weeks.

5. PUBLIC HEARINGS -None

6. BUSINESS

A. Old Business

1. Sewer Project Update – Anderson Perry is still working on it. They are 83% done with the hauled waste control plan. Survey and Mapping is 32% done. Other items are close to being complete. Waiting for the State to respond. After that, they can go into the design phase for the Sewer Plant. Kraig visited with the property owner a few days ago and gave them an update.
2. Water System Update – Still moving forward.
3. Street Project Update – This is complete. We are just waiting for the final bill for the flaggers when they did the striping.

4. Main Street Fire Hydrant – Kraig looked at the hydrant and talked to Chad about it. There are no City easements for this hydrant. It would be very difficult to access the hydrant for any other houses in the area. There was one in the area that was removed after it was hit by a car a few years ago. A new one can be installed there.

B. New Business

1. Resolution 1055-23, A Resolution Adopting a Change to the City of Heppner Personnel Policy Manual.

This is to change the Personnel Policy to raise the allowed carryover for vacation hours from 200 to 240. It was 240 hours in the old policy but was reduced to 200. This can force employees to use it or use it. The standard for most is 240 hours.

Motion to approve Resolution 1055-23, A Resolution Adopting a Change to the City of Heppner Personnel Policy Manual by Dale Bates. Seconded by John Doherty. Motion Carried

7. MINUTES OF COMMISSION MEETINGS – For information only.

8. REPORT FROM CITY ATTORNEY – He worked on vacating the alley as discussed earlier.

9. REPORT FROM MAYOR, CITY COUNCILORS - Corey Sweeney has met with Emily Roberts, Commissioners Weinholtz, and Drago regarding the ambulance service. He encourages everyone to attend a meeting on Wednesday May 10 in the Port of Morrow Conference Room. The meeting will also be on Zoom

10. ADJOURNMENT – Meeting adjourned at 8:39 PM